

Community Living Assistance and
Support Services-Case Management Agency (CLASS-CMA)
Primary Home Care (PHC) \ Community Living Assistance and
Support Services-Direct Service Agency (CLASS-DSA) (CPC)
2017 COST REPORT & 2018 ACCOUNTABILITY REPORT

– Optional Attendant Compensation Worksheet and Instructions –

NOTE: This worksheet is provided for your own information and should be retained in
your files for future reference.

Do not return it to the Health and Human Services Commission

For assistance with the completion of this worksheet, contact the
Rate Enhancement Analyst for this program listed on the following webpage:

<https://rad.hhs.texas.gov/long-term-services-supports>.

OPTIONAL WORKSHEET

All monetary calculations should be carried out to two decimal places.

PART 1 – All Participants

Enter all Attendant Staff Wages from STAIRS Step 6c. Sum Boxes A through J and enter the result in Box K.

Enter all STAIRS Step 7 expenses for Attendants. Sum Boxes L through O and enter the result in Box P.

PART 2 – Sum all CLASS HAB/CFC Attendant Cost and Units of Service

Sum all CLASS HAB/CFC Attendant Costs in Boxes T through X and enter the result in Box Y.

Enter the units of service for each period as applicable and enter the total in Box AC.

PART 3 – Calculate average CLASS HAB/CFC Cost Per Unit of Service

Divide the value from Box Y by the value in Box AC. Enter the result in Box AD.

PART 4 – Calculate Weighted Average Rate (Attendant Cost Component)

Multiply units of service (period one) by your rate (attendant cost component for your level of participation) for period one, if applicable. Multiply units of service (period two) by your rate (attendant cost component for your level of participation) for period two, if applicable. Multiply units of service (period three) by your rate (attendant cost component for your level of participation) for period three, if applicable. Multiply units of service (period four) by your rate (attendant cost component for your level of participation) for period three, if applicable.

Add these products and enter the result in Box AE. Divide the amount in Box AE by the total units of service in Box AC and enter the weighted average rate (attendant cost component) in Box AF.

PART 5 – Calculate Spending Requirement & Estimated Recoupment

Multiply the amount in Box AF by 0.90 and enter the product in Box AG.

If Box AD is less than Box AG, subtract Box AD from Box AG and enter the result in Box AH.

If Box AD is greater than or equal to Box AG, enter zero in Box AH.

The value in Box AH is your ***estimated recoupment per unit of service***. Note that this estimate is based on the information reported in this Accountability Report. If this information is not accurate, your estimated recoupment will not be accurate.

Check all calculations to insure accuracy

Repeat Parts 2 through 5 for each of the below attendant services participating in Rate Enhancement:

- CLASS Supported Employment
- CLASS Employment Assistance
- PHC Priority
- PHC Nonpriority

*NOTE: CLASS Community First Choice (CFC) services are delivered under CLASS Habilitation. Please use the CLASS HAB/CFC worksheets to calculate the spending requirement for CLASS HAB and CFC in aggregate.